

Section A – EMPLOYEE IDENTIFICATION

**EMPLOYEE AUTHORIZATION
TO RELEASE OR CHANGE
INFORMATION ON THE
INTERNET SITE**

1. Employee name	<i>Indicate title below –</i> <input type="checkbox"/> Coordinator <input type="checkbox"/> Data Disseminator
2. Shell account name (Info machine)	<input type="checkbox"/> New Info account
3. Telephone number	
4. Division/Office and Internet Group Name(s)	<input type="checkbox"/> New group

NOTE: Requester – Send form to Internet Staff, SSD Room 1364, FB3, or fax 301-457-2100, after completing Sections A, B and C. Any questions call 301-457-2157.

PURPOSE OF AUTHORIZATION

This form documents that the Census Bureau employee named above is authorized to add/change/delete material on the external (public) portion of the Census Bureau's Internet site. Any text, tables, graphics or numbers placed on the Internet is official publishing and must meet the same high standards as all other Census Bureau published material. To this end, Internet publishing standards have been created and must be followed.

As a means to control this method of releasing material to the public, divisions and offices are encouraged to limit the number of employees in their area having this authorization (two to four suggested). **Employees authorized to place or change material on the Internet must attend the "Disseminator" training, follow the established Census Bureau Internet publishing standards, adhere to their division's/office's Internet publishing procedures, and use the Internet only for official Government purposes.**

Section B – EMPLOYEE AGREEMENT

When placing or modifying material on the Census Bureau's external (public) Internet site, I will adhere to established procedures and standards and **use the Internet only for official Government purposes.**

1. Signature	2. Date
3. Signature – Group Coordinator	4. Date

Section C – DIVISION/OFFICE CHIEF'S AUTHORIZATION

The employee named above is authorized to add, change, and delete material on the Census Bureau's Internet site for my division/office.

1. Signature	2. Title
3. Division/Office	4. Date

Section D – TRAINING ATTENDANCE CERTIFICATION (By SSD)

The above named employee attended "Disseminator" training on _____ →	1. Training Date
2. Signature – Info System Manager	3. Date